



City of Casa Grande

### **Network Analyst**

**GENERAL PURPOSE:** Under general supervision, assists with the maintenance of hardware and software necessary to maintain a secure network environment and ensure data integrity.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Monitors physical and virtual infrastructure to safeguard data and maintain network stability.
- Performs routine software and hardware maintenance.
- Participates in the planning and replacement of critical network infrastructure.
- Maintains and implements industry-standard network management and security policies.
- Assists with software and hardware research to ensure optimal network performance.
- Implements disaster recovery procedures and manages other critical data protection infrastructure.
- Some after hour and weekend work will be required.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** None.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelor's Degree in Computer Science and two (2) years of technical support experience, including one year of network administration support; OR an equivalent combination of education and experience.

##### **Necessary Knowledge, Skills and Abilities:**

##### **Knowledge of:**

## **JOB DESCRIPTION**

### **Network Analyst**

- City policies and procedures.
- Local area networks, wide area networks and virtual private networks.
- Software virtualization.
- Hardware maintenance.
- Network administration concepts and industry standards.
- Network security concepts and industry standards.
- Microsoft and Linux operating systems.
- Data replication and protection concepts.
- Microsoft Active Directory.
- Microsoft Office 365 / Exchange Online or similar enterprise e-mail solutions.

#### **Skill in:**

- Use of network equipment required to maintain physical servers, switches, routers, wireless access points and other appliances.
- Establishing cooperative working relationships with city employees.
- Operating personal computers and mobile devices.

#### **Ability to:**

- Research software and hardware products.
- Manage software and hardware licenses.
- Effectively communicate verbally and in writing with city employees.
- Provide superior customer service internally and externally.
- Balance simultaneous projects and routine maintenance expectations.
- Document network management processes and procedures.
- Participate in a small team environment.
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**Special Requirements:** Valid State of Arizona Driver's License. Must be able to lift 50 pounds.

**Physical Demands / Work Environment:** Standard Office Environment.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*